

Job description	
Job title	Multi Skilled Operative
Grade	B
Directorate	Regeneration & Economic Development
Section/team	Town Centres Management - Kirkby Market
Accountable to	Market Manager
Responsible for	None
Date reviewed	09/08/2024

Purpose of the job

To provide cleaning and maintenance provision across Kirkby Market as required. To work as part of a team, to provide an effective Facilities Management service to ensure that the service output specifications and standards of performance are achieved

There is a requirement that the post holder will be flexible in order to ensure that resources can be focused in areas of highest priority to support the needs of the Market.

Duties and responsibilities

This is not a comprehensive list of all the tasks, which may be required of you. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To provide cleaning support, ensuring that all establishments are kept in a clean and hygienic condition
2. Use of mechanical sweeper/ scrubber dryer.
3. Cleaning of toilets and sluice room,
4. Damp Wiping
5. Mopping
6. Emptying waste bins
7. To complete some maintenance work across the Market including, but not limited to repairing skirting boards & fascias, degrading sealant replacement, replace non functioning awning hook eyelets, painting out



- of units as required, painting of woodwork and metal work, minor plumbing. Any other basic maintenance requirements.
8. To inform the relevant supervisor immediately of defects in equipment or of premises not meeting Health and Safety Standards.
 9. Ensure work is completed in specified timescales
 10. To understand the standards laid out in the councils Customer Care policy.
 11. To take all necessary action to ensure that the output specifications are achieved, and standards of performance are maintained.
 12. Establish and maintain effective communications with all contacts
 13. To contribute towards developing and maintaining positive, constructive and effective working relationships through attending team meetings and group discussions to improve communication
 14. Positively promote the image of the organisation
 15. To promote a welcoming and friendly environment for service users.
 16. To carry out cleaning duties and maintenance in the most effective, efficient, and economic manner available.
 17. To participate in the staff review and development (Performance Review and Development) process.
 18. Co-operate with other team members and colleagues in order to develop and maintain effective working relationships.
 19. To provide at all times a welcoming environment to visitors.

Health and safety

1. To use equipment as instructed and trained
2. To work at all time in a manner that will ensure their own personal safety and that of others, including reporting of identified hazards.
3. To wear at all times any Protective Clothing provided.
4. To inform management of any health and safety issues that may place individuals in danger
5. To undertake all training courses relevant to the position e.g. Manual Handling, Ladder Safety etc
6. Ensure compliance with corporate policies and procedures including but not limited to Equal Opportunities.

Data Protection and Information Security

1. Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,



Knowsl@y Council

2. Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
3. Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.